

Quantity Purchase Agreement With The State Of Indiana

Vendor: PEN PRODUCTS
Remit to: 6075 LAKESIDE BLVD
INDIANAPOLIS IN 46278

Name and Address of Vendor: PEN PRODUCTS
Cntct: JOHN RARDIN
6075 LAKESIDE BLVD
INDIANAPOLIS IN 46278

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Requisition Nbr.: Moving Services	
Effective Date: 06/01/2008	
Expiration Date: 05/31/2009	
Agency Number:	
Facility: ASA8-8-67	
Vendor Federal ID: 356000158	
Vendor Telephone Nbr: 317/388-8580--	
Name Of Contact Pers: JOHN RARDIN	
FAX Number: 317/280-3003--	

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.

Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number	Quantity	UNIT	Article and Description	Unit Price
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This is an award of a Quantity Purchase Agreement for Moving Services.

QPA can be mutually renewed yearly for three additional years.

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates and could be more or less.

The awarded vendor must maintain, at a minimum, the following information and be capable of supplying a report within one week of a request by the State:

1. Quantity and Type of Products, including any options, purchased by any State Agency and/or Political Subdivision, separated by each.
2. Total Dollar value of purchases made, separated by State Agency and/or Political Subdivision.

DIRECT DEPOSIT OBLIGATIONS

As required by IC 4-13-2-14.8:

Notwithstanding any other law, rule, or custom, a person or company who has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credited. For forms and additional information see the Auditor of State's website at www.in.gov/auditor/2274.html

The following questions need to be answered when using this QPA.

Does the move require breaking down modular furniture?
Does the job require re-assembly or installation at the new site?
Are items on pallets? Or are items bulky and require furniture dollies and/or hand carts?
Are there document boxes that contain confidential information? Is so, please explain.
Are there areas that are restricted and would not allow offender workers? Is so, please explain.
Is packing required?
Are packing supplies required?
Please list address moving from and address moving to, with street, city, and zip code.
Please describe buildings moving from and moving to in complete detail including: floor number of move, number of stairs, freight elevator, door widths, loading docks, etc.
Please list the number of pieces of furniture, boxes or pallets. This will be used to estimate the size of truck that is required.



THIS SHOULD BE LISTED IN THE JUSTIFICATION OF YOUR PEOPLESFT REQUISITION.

1	9,999,999,999.00	HUR000000000100003698	Van,Straight, Local Commercial Rate Schedule	7.5000
2	9,999,999,999.00	HUR000000000100003699	Tractor-Trailer, Local Commercial Rate Schedule.	10.7500
3	9,999,999,999.00	HUR000000000100003703	Supervisor,RegularTime,LocalCommercialRateSchedule	30.0000
4	9,999,999,999.00	HUR000000000100003706	Foreman,RegularTime,LocalCommercialRateSchedule	30.0000
5	9,999,999,999.00	HUR000000000100003710	Driver,Overtime,LocalCommercialRateSchedule	30.0000

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INDIANAPOLIS IN 46278

Line Number	Quantity	UNIT	Article and Description	Unit Price
6	9,9999,999,999.00	HUR000000000100003715	Helper,RegularTime,LocalCommercialRateSchedule	4.5000
7	9,9999,999,999.00	WEE000000000100003731 Storage,PerSquareFoot/Weekly,LocalCommercialRateSchedule		0.1000
8	9,9999,999,999.00	MON000000000100003732 Storage,PerSquareFoot/Monthly,LocalCommercialRateSchedule		0.4000
9	9,9999,999,999.00	HUR000000000100003734	Van,Straight,Non-LocalCommercialRateSchedule	17.0000
10	9,9999,999,999.00	HUR000000000100003735	Trailer,Tractor,Non-LocalCommercialRateSchedule	18.0000
11	9,9999,999,999.00	HUR000000000100003739 Supervisor,RegularTime,Non-LocalCommercialRateSchedule		30.0000
12	9,9999,999,999.00	HUR000000000100003745	Driver,RegularTime,Non-LocalCommercialRateSchedule	30.0000
13	9,9999,999,999.00	HUR000000000100003751	Helper,RegularTime,Non-LocalCommercialRateSchedule	4.5000

Signature of Purchasing Officer	Typed Name
	Teresa Deaton Reese
Authorized Signature	Date Signed
	5/29/08
Indiana Department of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3053	

Signature Of Approval Office Of the State Attorney General Typed Name Philip Thompson		Date Signed 6/3/2008
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